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SPEAKER GUIDANCE  
SUPPORT SERVICES COURSE

The Program and the Student Body: This course will be six weeks in length. This is the second running of the course where non-Career Trainees will be in attendance. The majority of the student body, 8 to 12 students, will be career trainees. The career trainees average about 27 years in age, all have a Bachelors degree and some have advance degrees. The CT's have had the following courses prior to their attendance in this course: Orientation to Intelligence, Communism, Intelligence Techniques, and Operations Familiarization. Some of the CT's will have had prior Agency experience but most will be new to the Agency. The CT student body will be supplemented by 8 to 10 non-CT professional employees from within the Support Services. The non-CT's have had at least one year of service in the Agency, are in grades GS-08 through GS-12. Some do not have college degrees. Upon completion of the course, CT's will be assigned to Offices within the Support Services with the expectation of joining the career services of those Offices. Most initial assignments will be in the Headquarters area. The non-CT professionals will return to the Office from whence they were nominated for this course. The course is structured as follows:

- a. First Week: The Managerial Grid.
- b. Second and Third Weeks: Two weeks of general orientation and instruction. Guest speakers from the DCI area and from the Offices and Staffs within the Support Services will discuss organization and function of their elements. The guest speakers presentations will be interspersed with exercises.
- c. Fourth and Fifth Weeks: Three seminars will be conducted on the procedures, practices and problems, in the Headquarters milieu, of the Offices of Personnel, Finance and Logistics respectively.
- d. Sixth Week: A three day general ADP Orientation course will be given followed by an introduction to ADP in the Support Services by members of the SIPS staff. The final day will be highlighted by a presentation by the Deputy Director for Support. Student critiques and final course administration will make up the balance of the day.

Administrative/Training Considerations:

1. Please confine your presentation to the time indicated on the schedule.
2. Encourage the students to ask questions. Leave enough time for questions.

24 September 1968

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